

**GLAST Operations Working Group
Action Items:**

| Action Number | Action | Responsible Person(s) | Status |
|----------------------|--|------------------------------|--|
| 1 | Get GLOWG minutes posted to the GLAST Project website | D. Small | Due: 5/31/01 Response: The minutes posted on the website the URL: http://glast.gsfc.nasa.gov/project/glowg/ Closed: 5/31/01 |
| 2 | Find out the procedure/process for change requests made by the LAT that will effect GLAST Project Office Configuration Control Documents | D. Small | Due: 5/31/01 Response: D. Small requested S. Williams discuss process with to the project Configuration Manager Jim Chipouras. Closed: 5/31/01 |
| 3 | Provide a table/matrix with the command hierarchy that explains how decisions are made when commanding the spacecraft instruments | T. Thruston | Due: 6/7/01 Action Not met. More time requested Rescheduled for 6/28/01 |
| 4 | Develop a plan that would help the team to reach to goal of June 20 th review | D. Small & R. Ho | Due: 6/7/01 Response: D. Small stated goal of the review couldn't be met. The action placed on the GLOWG team to determine the date to have the review. Agree upon the material to be presented. Also scheduled a date to walkthrough Mission Operations Concept Review presentation materials from all presenters. Action Open |
| 5 | Meet with S. Lambros to identify who should take part in producing the life cycle cost of the different operations areas | D. Small | Due: 6/7/01 Response: LAT: Scott William, Richard Dubios, Bill Althouse, GBM: Chip Meegan & Steve Elrod, SSC: Cathie Meetre & Mark Seidleck MOC: Dennis Small & Mark.S.Seidleck Action Closed: 6/7/01 |

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| 6 | LAT & GBM teams instrument develop a table/chart that identifies and defines the operational modes of their instruments | S. Williams C. Meegan | Due: 6/14/01 Response: Received information from GBM. LAT requested more time to complete. Reschedule for 6/21/01 |
| 7 | Develop a table/chart that identifies and defines operational modes of spacecraft | D. Small, J. Esper, R. Ho | Due: 6/14/01 Response: Action presented at GLOWG. Modifications were made to presented material. Action Closed: 6/14/01 |
| 8 | Richard Ho to discuss with Bill Althouse the life cycle cost material to be presented at the MOCR. | R. Ho | Due: 6/21/01 |

6/15/01